

Assistant Director, OO

30 March 1948

Chief, FBIB

FBIB Handling of C. D. Requests

C. D. Requests are upon receipt in FBIB referred to the Chief, who, after perusal, refers them to the Chief of the Editorial Division in order that he may be aware of the desires for the requested information and give it coverage in the Daily Report.

The Chief, Editorial Division, refers the C. D. Requests to the Chief, Special Reports Division, who is charged specifically with preparation of a reply to each particular request.

After perusal by the Chief, Special Reports Division, C. D. Requests are passed on to members of the Division, who, by reason of standing assignments, would be expected to have knowledge of broadcasts containing the information requested. Thus, requests for data concerning Soviet economy are handed to the staff member handling broadcasts dealing with internal Soviet affairs. All such requests are also shown to the employee handling special distribution, who adds them to the watch list he uses in culling, from material discarded from the Daily Report, broadcasts of special use to specific agencies. This means that two people - - the regional or topic specialist and the employee handling special distribution are on the lookout for broadcasts answering the request.

The copy of the original request is then returned to the file. Most of those which we are able to answer do not include any specified time at which an answer is desired. These then are answered when the analyst and/or the employee charged with special distribution accumulate sufficient material. For example, reference to the Government of East Indonesia are accumulated for a period ranging from 10 days to three weeks and then forwarded to the requesting unit. One request contains the specification that it be acknowledged twice a month--on the 10th and 25th to be exact--and memoranda are therefore prepared on those dates indicating the nature of our response.

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L. K. WHITE 0 02890100

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